



COLORADO DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES#

16-45

DEPARTMENT Revenue	DIVISION Executive Director's Office	SECTION Public Information	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1	Legislation and Regulatory Action - External	Until No longer needed	#2, 40-160
2	Publications (not including press releases)	Creating agency shall transfer one copy to State Archived when published	#1, 1-27
3	Telephone Message Registers	Retain for 6 months and then destroy	#1, 4-8
4	Telephone Messages	Retain for 2 months and then destroy	#1, 4-9
5	Complaint/Informant Files	Retain by agency for 7 years after final resolution and then destroy	#1, 15-2
6	Information Project Files	Retain for 1 year after close of file or completion of project then destroy	#1, 15-4
7	Press Releases	Retain by agency for 5 years and then transfer to State Archives.	#1, 15-5
8	Public Relations Files	Retain 7 years and then transfer to State Archives	#1, 15-7
9	Open Records Requests and Supporting Documents	Duplicate copies: Retain until administrative needs ends then destroy	#1, 15-8

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature	Date 11/30/2015	Records Liaison Officer's Signature	Date 11.16.15
Attorney General's Signature	Date 12/8/15	State Auditor's Signature	Date 1-7-16